



Mayor Michael B. Coleman

HR CONNECTIONS

Welcome to the June 2004 edition of H.R. Connections. As we approach Flag Day and the Fourth of July, and with the recent celebration of Memorial Day, it is important to remember that many of our City employees function in a dual capacity. In addition to providing quality customer service delivery to the citizens of Columbus, many City employees are being called into active military duty through the United States National Guard and Reserves. With this in mind, I am pleased to report that at the direction of Mayor Coleman the City has taken significant steps toward improving internal tracking, monitoring and service provision to those employees and their families.

With the full cooperation of all City Departments, military personnel serving in the armed services who are employed by the City of Columbus are being identified by the Department of Human Resources and specified information is being entered into a database designed by the Department of Technology. All necessary steps will be taken to ensure the confidentiality of the information retained. Through the maintenance of this database, HR will be responsible for tracking the departure and return of employees, and maintaining a list of contacts who can assist returning veterans with employment, health or personal issues that may arise upon their return to the City from active duty.

Additionally, at Mayor Coleman's direction, the City has established a Veteran's Committee which consists of at least one representative from each city Department. The committee will work in partnership with the Columbus Veteran's Advisory Board; Public Employees Labor Representatives; Representatives of existing Veteran groups, in the greater Columbus area and with the City's Veteran's Liaison to accomplish its mission. The committee chair is Public Service Director, Henry Guzmán.

The Committee will meet regularly to consider and recommend policies, procedures, programs and trainings that will enhance and facilitate the re-entry process for employees returning from active duty. In conjunction with the Mayors office, the committee will also be responsible for establishing and producing "Welcome Home" events, programs and materials for returning veterans as well as an annual reunion for veterans and families of veteran's. The committee will also coordinate and promote family support groups for veterans serving on active duty, including support for children who's mothers are on active duty.

Finally, the Human Resources Department will coordinate training programs for supervisors in all City departments that will include: basic provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA); training to identify behaviors that may be related to Post Traumatic Stress Disorder; the identification of referral contacts for internal and external services; and briefings on assistance available through EAP. HR will provide a single point of contact within the department with whom supervisors can communicate regarding any issues with returning employees.

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HR WEBSITES

Be sure to visit the Human
Resources Internet and
Intranet websites for the
latest information on
training opportunities,
EEO, Labor Relations,
Employee Benefits/Risk
Mgmt. and Employee
Resources

Internet
<http://www.columbus.gov>

Intranet
[http://Intranet/Agencies/
Human Resources](http://Intranet/Agencies/Human Resources)

Director's Letter (Continued from page 1)

It is the administrations hope that these efforts will ensure uniformity and consistency throughout city government as we endeavor to identify and coordinate the array of services available to our co-workers who risk their lives to defend the freedoms we all enjoy.

It is my hope that we all take time out to remember the men and women in the armed services as we enjoy a happy and safe Independence Day.

Chester C. Christie,
Director, Human Resources

UP COMING EVENTS

2004 ANNUAL Columbus Employee Association PICNIC

SATURDAY, JULY 24, 2004

11:00AM - 10:00PM

DEER CREEK STATE PARK

\$5.00 per person

(includes food, beverages, and fun)

For additional information contact Cheryl Smith, Sewerage and Drainage,
5-6915 or by e-mail at CLSmith@smoc.cmhmetro.net



!!!!!!! HOLD THE DATE !!!!!!!
2nd Annual HR Conference
October 19, 2004

New FOP Contract
Available soon on the Human Resources Internet and Intranet.



GED Recipients

Human Resources is very pleased to announce that on May 13, 2004, William Smith of Public Utilities, Sewers and Drains and Tamiko Slaughter of Public Service, Facilities Management each received a GED at the graduation ceremony held at North Education Center. William was a keynote speaker and spoke of the positive changes in his life since receiving his GED and his appreciation to Citywide Training and the City for offering him the opportunity to attend these class. Tamiko is also very proud of his accomplishment and grateful for Citywide Training's support. Congratulations to William and Tamiko!

Need your GED?

Citywide Office of Training and
Development can help you.
Call 645-3059

Your City EAP is confidential, free and provides a variety of services to help you lead a healthy life. Call EAP at 645-6894

Home Buyer Education

Citywide Training along with the Columbus Housing Partnership offered a four-session training on Home Buyer Education. On May 3, 2004, Mayor Michael B. Coleman presented successful participants with a certificate of completion. Many down payment assistance programs require such a certificate to apply for assistance. In addition to qualifying for assistance these City employees become more knowledgeable about the process of buying a home. To find out more, contact Citywide Office of Training and Development 645-3059.





Did you know all of these things can be found on the Human Resources Intranet site.

Citywide Office of Training and Development

Training Announcements
Computer Manuals
Registration Forms
Course Development Flow Chart
and much more

Employee Benefits

Anthem Employee Change Form Application
Anthem Enrollment Application
Disability Claim Form
Open Enrollment Uniformed
Open Enrollment Non-Uniformed
Life Beneficiary Designation Form
Life Insurance Conversion Form

Drug and Alcohol Coordinator

CDL Drug/Alcohol Testing Policy
CDL Video Training Acknowledgment Form
Pre-Employment Drug Testing Packet

Labor Relations

All Current Collective Bargaining Agreements
MCP Ordinance
Fire Chief MCP Ordinance
Police Chief Ordinance
Central Work Rules
Hearing Docket

Newsletter

All Newsletters from 12-2001 to Present

Policies/Form

CDL Drug/Alcohol Testing Policy
and Implementation
Central Work Rules
Conference Room 418 Reservation Form
Executive Order 01-02 OSHPD
Exit Interview Form
FMLA Packet
Policy for ADA
Policy for EEO
Policy for Rehire of Retirants
Policy for Workplace Violence
Policy for Sexual Harassment
Citywide Request for Leave Form
Request for Reasonable Accommodation
Citywide Request for Overtime Form
Time Donation Program AFSCME
Time Donation Program CMAGE/CWA
Tuition Reimbursement Application
Tuition Reimbursement Rules & Procedures Fire
Tuition Reimbursement Rules & Procedures Police
Tuition Reimbursement Rules & Procedures Non-Uniformed

and much more

Employee Benefits Fair was a Huge Success

The City of Columbus held the 8th annual Employee Benefits Fair in May. Hundreds of employees attended the event at the Citywide Office of Training and Development. More than 100 local banks, health clubs, colleges, nutrition specialists and even massage therapists participated. 28 employees won door prizes ranging from coffee mugs to vacation trips. The annual fair was offered by the Department of Human Resources in conjunction with the Health Department. Thanks to all employees who assisted in coordinating this event.

CALCULATOR
CD CASE
CD CASE
BOOK
BAG
ADVENTURE TRIP
20" FLAT SCREEN

STAN GILLESPIE
TERESA SETTLE
JOE ROSSETTI
ANNETTE MILTON
CONNIE WARNER
CHRISTINA PARADY
CASSANDRA NORMEN

GIFT BAG
CHERYL COOKIE
TOTE BAG
15 GIFT CERT
15 GIFT CERT
COOLER
COOLER
COOLER
UMBRELLA
FRUIT BASKET
NASCAR TICKETS
40/MO DISCOUNT
UMBRELLA
BANK PACKAGE
CANDY MINTS
GIFT BASKET
GAS GRILL
GIFT BASKET
SHIRT
SHIRT
CALCULATOR
CONDO VAC.

PHYLLIS HARRINGTON
ANN PEOPLES
LINDA KLINE
LAURA WRIGHT
CHERYL SMITH
CAROLYN WILLIAMS
SANDRA ROLLAND
RUBY COBB
PAUL MAZUR
MARY LYLES
SHELLY VANKO
JEFF MITCHELL
MARY LYLES
KEN KIRK
RUBY COBB
NANCY PERKINS
MIKE SWEENEY
MELISSA HOWARD
SHERRY VANDYKE
SONDRA ROLAND
JP BLACKWOOD
GEORGE BOGDAN

Drug Free Workplace Training

Thanks to all employees who completed the Drug Free Workplace educational activity during the period November 2003 to February 2004. This year we faced a challenge of getting information out to all employees of the City in the most cost efficient manner. Our response to this challenge was to maximize the use of online computer training resources. We received lots of positive feedback on this new method of sharing information about the benefits of employment in a Drug Free workplace. Due to the success of the online training effort we are looking at ways to use this training technique for other topics.



AU REVOIR DOMINIQUE!

For the past 9 months, Dominique Dupressoir has worked in Human Resources through an arrangement with Public Utilities. She was made available to Public Utilities through an arrangement with the Columbus International Program. Dominique is from Paris, France.

She worked in the Compensation Section on various projects including the development of a CMAGE/CWA pay plan, and data analysis and evaluation for various contract negotiations. At the QWL retreat and at HR staff meetings, she discussed the differences between France and the U.S. in the work experience and HR policy. Learning more about differences and similarities promotes a greater international understanding and appreciation. This was a valuable experience for everyone who participated.

Prior to Columbus, Dominique lived and worked in Australia. She has more than 10 years experience in human resource management in France, most recently with the National Forestry Company. Dominique returned to Paris at the end of April, and is planning to continue her global career in human resource management. She was a delightful addition to our department, and we will miss her greatly.

Contract Negotiations

Negotiations with the International Association of Fire Fighters, Local 67, began May 4. The current contract expires May 31, 2004.

CONGRATULATIONS

SOUTHERLY WASTEWATER TREATMENT PLANT EMPLOYEES! AS OF JUNE 14, 2004 THE PLANT EMPLOYEES HAVE WORKED 180 DAYS WITHOUT A LOST WORK DAY!



A SPECIAL WHALE DONE TO ITS SAFETY COMMITTEE MEMBERS!

IMPORTANT PHONE NUMBERS

United HealthCare.....1-800-681-3849
Medical, Rx Drug, Pre-certification
Mail Order Rx Drug..... 1-800-681-3849
Nurseline.....1-877-365-7922
Anthem Blue Cross/Blue Shield1-800-282-1730
Vision Service Plan 1-800-877-7195

CNA Life Insurance

Life: At work employees contact Division Payroll Department.
Terminating employees, call Risk Management to convert within 31 days of terminating City employment

CobraServ.....1-800-790-9056

COBRA: Continuation Benefits

CareWorks.....1-888-899-1232

Workers' Compensation Managed Care Organization

Anthem Life

Short term disability. Complete forms through Division payroll.

AFLAC.....614-761-1342

Colonial Life.....614-882-9307

Voluntary insurance options

Employee Benefits/Risk Management.....614-645-8065

Deferred Compensation..... 1-877-644-6457

Citywide Training Hotline..... 614-645-7733

HR Connections

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